

MADERA COUNTY

PLANNING AIDE

DEFINITION

Under supervision, to assist in the preparation of routine charts, diagrams, and maps for illustration in planning studies; to perform routine office and planning assignments; to assist the public in completing applications for permits; and to do related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Answers routine inquiries from the public regarding zoning, land use, and planning ordinances; assists the public with the completion of applications; logs, reviews, and receives completed applications; looks-up current planning and zoning designations on planning area maps; assists in preliminary reviews of applications for compliance with requisite ordinances; assists with the preparation of public hearing notices, files, and maps depicting projects for public hearings; assists with the preparation of display maps for the Planning Commission and Board of Supervisors; assists with the preparation of new maps depicting rezoning and general plan amendments; assists in updating planning area maps to reflect new land divisions; breaks down project files; maintains history book for zoning permits and architectural reviews; assists with zoning enforcement, planning studies, and special projects, as assigned; may assist in the preparation of project files and staff reports for Conditional Use Permits, Variances, or Rezoning.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic mathematical principles.
English usage, spelling, grammar and punctuation.
Graphic illustration and presentation techniques.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Learn the policies, procedures, and functions of the Madera County Planning Department.
Learn to read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
Learn to prepare drafting presentations of data, plans, and maps.
Learn Zoning and Planning ordinances and regulations enforced by the County.
Learn permit application procedures and review process.
Maintain a variety of records and files.
Tactfully and courteously represent the Planning Department in contacts with the public.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Some experience in performing planning assistance assignments is highly desirable.

Training:

Equivalent to the completion of the twelfth grade. Specialized training or course work in drafting, engineering, building trades, or a related field is highly desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: January, 2008